

2108 - EXECUTIVE OFFICE ASSOCIATE I

NATURE OF WORK

Advanced responsible clerical, stenographic and administrative work as secretary to an Assistant City Manager.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Acts as secretary to an Assistant City Manager producing correspondence, reports, schedules and replies to various requests and/or producing minutes and maintaining schedules of meetings and/or making travel arrangements and reservations, and/or screening calls to determine appropriate person to respond to caller.

Coordinates department or City-wide projects and programs.

Collects and processes data, conducts analysis and prepares statistical reports.

Screens visitors, telephone calls and mail directed to the executive.

Gives information to the public or directs requests to appropriate department.

Arranges meetings and conferences.

Transcribes correspondence and memoranda on Dictaphone.

Composes and types letters and memoranda in conformance with City policies independently from brief instructions.

Types reports and minutes of meetings.

Sets up and maintains filing systems and office procedures.

Operates standard office, word processing and data entry equipment.

Maintains confidential personnel and related files.

Collects information and prepares complicated reports.

Supervises and trains subordinate clerical personnel.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the use of modern office equipment, including, but not limited to: correcting typewriters, card and disc word processors, copiers, telephone communications equipment, dictation transcription equipment.

Knowledge of City government, organization and operations.

Considerable knowledge of Business English, Spelling and Business Arithmetic.

Considerable knowledge of office procedures, practices, processes, systems.

Considerable skill in taking and transcribing dictation.

Considerable skill in the operation of keyboard office equipment.

Ability to make minor decisions in accordance with laws, ordinances and regulations, and to apply

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departmental policy in routine work procedures.

Ability to maintain clerical records and to prepare reports from such records.

Ability to make arithmetic calculations, to maintain office files and records, and to operate office calculators.

Ability to understand and follow written and verbal instructions.

Ability to establish and maintain effective working relationships with other employees, City officials, and the general public.

MINIMUM REQUIREMENTS

Considerable experience in secretarial work, including some experience in local government offices.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

Specific assignments are received from an administrative superior; work is performed with some supervision, allowing some latitude for use of independent judgement in the selection of work methods and procedures. Work is reviewed for compliance with departmental objectives and standards.

SUPERVISION EXERCISED

May supervise subordinate clerical employees.

Rev. 11/98